



Breedon Road Homeless Centre
37-67 Breedon Road
Cotteridge
B30 2HT
19th November 2009

Dear Sir,

I am employed by Birmingham City Council and have held the post of Homeless Centre Manager for 6 years. We provide accommodation and support to homeless families. Staff are required to be on site 24 hours a day, 7 days a week.

Reynolds Cleaning Services supply the service with cleaning staff and provide cover for Homeless Centre Assistants. Staff are always flexible, hardworking and as they work with vulnerable people, are CRB checked. New staff visit the Homeless centres with Mr Reynolds prior to starting work so they are familiar with the layout and understand what is expected of them, once the worker has completed a couple of shifts Mr Reynolds will call me and the worker to check all is OK.

If a regular member of staff calls in sick at the Homeless Centres and I need cover at very short notice, I can call Mr Reynolds and be confident that he will be able find an appropriate person to work

If you require any further information please contact me

Yours Sincerely

A handwritten signature in black ink, appearing to read "Sarah Yorke".

Mrs Sarah Yorke
Homeless Centre Manager

Elaine Elkington
Strategic Director for Housing and Constituencies
Housing Department
C/o Breedon Road Homeless Centre
37- 67 Breedon Road
Cotteridge
Birmingham
B30 2HT
Tel: 0121 464 0454